



County of Mono

JOB ANNOUNCEMENT

FILING DEADLINE

FFD: 9/4/2009

Public Works Inventory & Purchasing Technician

Bridgeport

SALARY

61: \$3,648-\$4,434/month

40 hrs. per week

The County of Mono is accepting applications for the position of Public Works Inventory & Purchasing Technician. Qualified applicants not selected for this position will be placed on a one-year eligibility list from which future vacancies may be filled.

Knowledge and abilities:

Under direction, may perform a variety of accounting, statistical, and purchasing functions and inventory management for Public Works' maintenance, shop, and custodial supplies, parts, and materials; develop specifications and solicit bids in accordance with department and County policies, procedures, and ordinances. Works with supervisor and Public Works' management to administer a variety of complex administrative and record-keeping functions associated with a centralized vehicle/heavy equipment repair and parts warehouse facility; operates word processing and spreadsheet programs; prepares and/or researches statistical and financial information; prepares a variety of computer generated reports and correspondence; prepares, processes, and tracks a variety of Purchase Orders, Repair Orders, parts requests, and inventory replacement requests; processes and inputs data into the CAMS accounting program; obtains price quotes; deals with the public, county staff, vendors in a prompt, professional, and courteous manner; receives and inspects parts and supply shipments and contacts appropriate individuals for disbursement; receives purchase requests; researches vendors; places orders; maintains inventory controls and records; monitors budgeted line item expenditures; assists in the tracking of maintenance and repair schedules; stocks shelves, organizes inventories and distributes supplies; follows written and/or oral instructions with minimum supervision.

<u>Knowledge of:</u>	<u>Ability & Willingness to:</u>
1. County purchasing policies and procedures. Accounting codes, project codes, building codes, budgets, and budget line items.	1. Demonstrate excellent customer service skills and work cooperatively with colleagues. Organize, multi-task, & manage quickly-shifting priorities.
2. Knowledge of tools, equipment, materials, & supplies needed for construction, maintenance, & repair of buildings, parks, campgrounds, roads, airports, and other facilities.	2. Receive & verify delivery of parts, materials, and supplies; coordinate pickup of parts, materials, & supplies; issue parts and supplies; strictly enforce inventory controls.
3. Knowledge of tools, parts, and supplies needed for the repair and maintenance of vehicles, heavy equipment, and machinery.	3. Input and manage inventory data in CAMS; verify budget status; stock parts & supplies; clean & organize warehouse.
4. Sales and use tax rates.	4. Prepare, organize, and maintain records, including purchase orders, repair orders, time sheets, records of safety gear.
5. Knowledge of janitorial tools, chemicals, materials & supplies.	5. Self-motivation, perform tasks with accuracy, organization, perform repetitive tasks. Work with little direct supervisions.
6. Knowledge of tools, materials, supplies, safety equipment for landfill operations.	6. Operate phone, fax, copier, calculator, e-mail, internet, perform math calculations, basic skills with computer software.
7. Knowledge of safety equipment and uniforms provided by County for employees, vehicles & equipment.	7. Check maintenance records in CAMS to inform customers & staff of required maintenance and repairs.
8. Bar code system, inventory control & management, parts & supplies requests, inventory rotation, transaction protocols.	8. Check vehicle condition, read odometer and fuel gauge, make pool car reservations, and sign pool cars in and out.
9. Sequence and time required for repairs and maintenance tasks. Parts & supplies needed for repairs. Procedures for checking pool cars in & out.	9. Ability to operate fork lift, pallet jack, box dolly, within 3 months.
10. Typing, operation of a 10-key, accounting codes, computer operation (CAMS experience desirable).	10. Perform basic filing and organization.

Special requirement: Possession of a valid Class C driver's license required. Minimum 2 years experience with ordering parts, maintaining warehouse and inventory controls for fleet operations, facilities maintenance, or other public facilities and 2 years experience in spreadsheets and word processing or data entry. Computer skills including Microsoft Word and Excel. Operate fork lift, pallet jack, box dolly, within 3 months. Lift 50 pounds unassisted. Experience with CAMs desirable.

Selection Process: The selection process may include any of the following: application, a written test, and/or an oral interview (weighted 100%).

Application Process: For a complete job description and application contact the County Administrative Office at (760) 932-5412.

All completed County applications with required additional documents received in our office by 5:00 pm September 4, 2009 will be considered. Faxed and e-mailed applications will be accepted provided the application with the original signature is postmarked by September 4, 2009.

COUNTY OF MONO

COUNTY ADMINISTRATIVE OFFICE

P.O. Box 696 ~ Bridgeport, California 93517

(760) 932-5412 ~ (760) 932-5411 (FAX) website: <http://www.monocounty.ca.gov/>

Email: HR@mono.ca.gov

EOE/AEE/ADAE